



Job Opportunity

State Controller's Office

Position: Associate Governmental Program Analyst/Staff Services Analyst | Statewide

Location: Information Systems Division
300 Capitol Mall, Suite 700, Sacramento, CA 95814

Issue Date: November 18, 2004

Final Filing Date: Until Filled

Contact/Telephone:
Terry Meleski, 916-323-6695

Who May Apply: Individuals who are currently on the SROA or Surplus list are encouraged to apply. Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list
PENDING FREEZE EXEPTION APPROVAL

California Relay Service: 1-800-735-2929

Position Number(s): 051-340-5393-XXX
051-340-5157-XXX
Reference # 05-024

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction from the ISD General Administration unit's Staff Services Manager II, the Associate Governmental Program Analyst/Staff Services Analyst provides technical and analytical support to division management relative to contract and procurement management; budget administration; training and staff development; space management, telecommunications and participates on various management analysis assignments, which involves development of project plans, budget plans, timetables, project reports; and perform research and analysis of data.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

DUTIES COMMENSURATE WITH LEVEL HIRED

Budget

- Provide consultative services to Information Systems Division (ISD) management relative to budget and fiscal Issues. Manage and monitor ISD's Teale Data Center (TDC) and Technical Services budgets; develop and maintain multiple spreadsheets to project planned expenditures for each budget area; research options to keep expenditures in line with Division allotments; and other duties required related to the division reporting needs. Perform special assignments associated with budgetary issues.

Contract Administration

- In compliance with state administrative guidelines and procedures, prepare contract documentation and ensure contracts are processed and executed in a timely manner. Participate in the development of proposals, evaluation of bids, review and reconcile invoices against contracts and produce a weekly



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



contract management report to Information Systems Division Chief. Obtain appropriate approval signatures.

Staff Development/Training

- Act as liaison between the division and training service providers, which include state agencies and private contractors and businesses.
- Research and evaluate, recommend and oversee enrollment of division staff in training classes, coordinate in house and out service training classes; identify required training through annual training needs analysis.
- System Administrator for the division's training database. Develop and maintain monthly, quarterly and annual training budget reports, which are distributed to division management team. Ensure accuracy and integrity of reports.

Space Management/Telecommunications

- Act as liaison with Planning and Facilities Management on Information Systems Division space planning and telecommunication needs.
- Inventory furniture and equipment in a timely manner to alleviate long-term storage and ensure removal furniture and equipment.

Physical Security Liaison

- Provide physical controls to prevent unauthorized access to Information Systems Division. Ensure the locked environment is secure, authorize access to other SCO staff and provide temporary access to outside vendors.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
Human Resources Office
300 Capitol Mall, Suite 619
Sacramento, CA 95814

Attn: Sally Lim- Reference # 05-024 (Candidate must indicate this Reference # on their resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application, STD. 678.)